

# C.E.A.

## Career Executive Assignment Examination Announcement

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It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service, and the special trust placed in public servants.

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The California Department of Aging is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

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**DEPARTMENT:** California Department of Aging

**POSITION TITLE:** Deputy Director, Administration Division

**LEVEL:** C.E.A. (Level 1)

**FINAL FILING DATE:** January 16, 2004

**SALARY RANGE:** \$5,768 - \$7,324

### DUTIES/RESPONSIBILITIES

Under the direction of the Chief Deputy Director, the incumbent serves as the Chief Administrative Officer (CAO) and has responsibility for the full range of administrative services, administering the functions through subordinate managers. The position has direct impact upon the accounting, budgeting, business services, contracts, human resources, information technology, and external auditing functions of the Department.

The Deputy Director of the Administration Division has key policy-setting responsibilities and participates as a member of the Director's Executive Management Team, which has primary responsibility for the formulation of major department policies impacting all programs.

### EXAMINATION INFORMATION

All interested applicants must file a standard application (STD. 678), a resume **and** a "Statement of Qualifications." The "Statement of Qualifications" is to be a discussion of the candidate's background and experience as it relates to the applicant's ability to perform as Deputy Director of the Administration Division. The Statement should be no more than three pages in length. The standard for font type and size is Arial, 12.

A screening committee will review the applications, resumes and "Statement of Qualifications." Interviews will be conducted with only the most qualified applicants. The results of this exam

may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

## **SCREENING CRITERIA**

The “Statement of Qualifications” must indicate your total years of experience and civil service classification (if applicable), performing each of the activities included in the screening criteria. Some other factors that will be utilized in the screening are:

- ◆ Education
  - List degrees obtained and dates received.
  - List licenses and certificates and dates received.
- ◆ Number of years of external contacts (Legislature, control agencies etc.).
- ◆ Supervising or managerial experience equivalent to a Staff Services Manager II in State service.
- ◆ Years of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (e.g., director, deputy directors, agency heads, and other government executives, corporate executives, legislative members and staff, the media, general public, and professional groups).
- ◆ Experience in an administrative capacity with the responsibility for the administration of and a working knowledge of the purpose, principles, and problems related to State and Federal accounting systems. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws and rules.
- ◆ Demonstrated knowledge and experience in personnel practices and procedures.
- ◆ Working knowledge of information systems applications; experience in implementing information technology strategies to automating various business tasks, including the use of e-government solutions.
- ◆ Knowledge of Equal Employment Opportunity (EEO) program guidelines, laws and rules.
- ◆ Ability to interpret and apply appropriate provisions of the California Governmental Code, Federal and State statutes, rules and regulations, State Contract Code, State Administrative Manual, etc.
- ◆ Direct managerial or supervisory experience in the areas of fiscal operations, personnel management, contracting and procurement, information technology, and auditing.
- ◆ Ability to develop and present reports on major issues in a wide variety of subject areas.
- ◆ Direct managerial or supervisory experience in overseeing departmental program audits.
- ◆ Demonstrated leadership and active participation in departmental strategic planning and successful implementation of those goals.
- ◆ Strong skills in implementing and conducting continuous quality improvement activities within areas of responsibility.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State Civil service employee with permanent civil service status.

### **Or II**

Must be a legislative employee who meets the requirements of the Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for more than two consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**AND**

Candidates must meet the general minimum qualifications for the CEA category:

A. Ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of California State Government including the organization and practices of the Legislature and the Executive Branch: principles, practices, and trends of public administration, organization, contracting and management; techniques of organizing and motivating groups; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

B. These knowledge and abilities are expected to be obtained from the following kinds of experience:

Supervisory/administrative experience in a line or staff activity, including the executive and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in private organizations).

**FILING INSTRUCTIONS**

- ◆ A Standard original State application (Form 678).
- ◆ A “*Statement of Qualifications.*” This “*Statement of Qualifications*” is to be a discussion of the candidate’s education and experience that would qualify them for this position. The “*Statement of Qualifications*” must indicate the number of years of experience and civil service classifications (if applicable, performing each of the activities included in the screening criteria and should be no more than three pages in length). The standard for font type and size is Arial, 12.
- ◆ A Resume. Resumes do not take the place of the “*Statement of Qualifications.*”

The application, resume and “Statement of Qualifications” are to be submitted to:

California Department of Aging  
1600 K Street  
Sacramento, California 95814  
Attention: Bettina Lee

Questions regarding this examination should be directed to: Bettina Lee at (916) 323-1852 or  
e-mail [Blee@aging.ca.gov](mailto:Blee@aging.ca.gov)

California Relay Telephone Service for the deaf or hearing impaired from TDD phones:  
1-800-735-2929, or from voice phone 1-800-735-2922.